

30 August 1963

1. It is requested that cleaning services for the OSA Signal Center be continued for the remainder of FY 64 on the same basis as before. Funds in the amount of \$2,500.00 have been obligated to cover this expenditure under cost authority 4161-1000-1000.

2. This amount was arrived at by computing the cost of the services of three GS-5 employees for a period of four hours each per week at an overtime rate of \$4.00 per hour. Sufficient excess should be included in the total figure (as a result of arbitrarily using the inflated hourly rate and by rounding off to \$2,500.00) to provide for limited unforeseen requirements.

3. It is our understanding that the daily morning cleaning of the OSA Control Center is accomplished by a regular member of the building char force and that no overtime compensation is involved.

Orig & 1 - Addsee
1 - AD/OSA
1 - SD/OSA
1 - RB/OSA

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Assistant Director
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DOCUMENT NO. 21
 AND CLASSIFICATION X
 DATE OF ISSUE 15 8 0
 DATE OF REVIEW 2011
 DATE OF REVISION

SECRET
2002/06/11